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## 2012-13 UNOPA Executive Board Minutes, May

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Approved As Presented -- June 12, 2012

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Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, May 1, 2012, 3:00 p.m. – 5:00 p.m.  
East Campus Union – Sunflower Room

President, Cathy Robertson, called the meeting to order at 3:08 p.m.

**Roll Call** was taken by Mary Klucas, Recording Secretary. No quorum was established at roll call.

**MEMBERS PRESENT:** Cathy Robertson, Linda Luedtke, Mary Klucas, Mari Greer, Debbie Hendricks, Jaime Long, Gretchen Walker, and Nelvie Lienemann

**MEMBERS ABSENT:** Lainey Bomberger, Marlee Crombie, Barb Homer, Pat Hust, Beth Zager, Deb Rosenau, Marcy Tintera, Roddy Spangler, Sara Luther, Jane Schneider and Linda Ratcliffe

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Barbara Homer, Tonda Humphress and Mary Guest

**APPROVAL OF BOARD MEETING MINUTES FROM THE APRIL 3, 2012 MEETING:**

The minutes from the April 3, 2012, Board meeting were e-mailed to the Board. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORT:**

The Treasurer's Report was emailed to the Board. It will go to the general membership for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President: Cathy Robertson**

There will be a reception for Lola Young and Gretchen Walker at the end of the May General Membership Meeting in recognition of the national offices they will take in July. UNOPA will present Lola with a suitcase as planned. She will also be presented with a gift at the national conference as well.

The last meeting with Bill Nunez is on Thursday. Cathy will setup a meeting to introduce Linda Luedtke to him.

All committee annual reports are due to Cathy on June 1, 2012, with the exception of the Outreach Committee and the Treasurer.

The NEOPA website has information available for requesting scholarship assistance for attending the national conference.

NDEOPA invited UNOPA to their networking/outreach night on Friday, May 4, 2012, 4:00 p.m. - 6:00 p.m. at the downtown Old Chicago.

Acknowledgement was received from the NAEOP Education Foundation.

University Communication has been contacted about an article about Lola Young being installed in July as NAEOP President for 2012-2013 at the national conference in July. Cathy will follow-up with Meg Lauerman.

We need to appoint a delegate and an alternate for the Advisory Council at the NAEOP Conference.

**Mary Klucas moved that Linda Luedtke serve as delegate to the NAEOP Advisory Council meeting and that Mary Guest serve as the alternate. Mari Greer seconded the motion. After discussion it was determined that the motion would be emailed to the Board for an electronic vote.**

A proposal was sent to the Board via President Cathy from Lola Young and seconded by Mary Guest. The proposal is for UNOPA to submit a proposal to allow all members of NAEOP to vote on NAEOP Foundation Bylaw changes. This is a proposal that would be presented at the Advisory Council that would come from UNOPA as an organization.

**Debbie Hendricks moved we submit the following proposal to the 2012 NAEOP Advisory Council, "Since all members of NAEOP are automatically members of the NAEOP Foundation, all members should be granted a vote regarding the NAEOP Foundation Bylaws, just as we are given a vote regarding changes to the NAEOP Bylaws." Linda Luedtke seconded the motion. After discussion it was determined that the motion would be emailed to the Board for an electronic vote.**

**President Elect: Linda Luedtke**

Committee directors are still needed for the following committees: Bylaws, Career Development, Nominating, Outreach, Ways & Means. Please forward any suggestions to Linda.

**Recording Secretary: Mary Klucas**

No report.

**Corresponding Secretary: Lainey Bomberger**

Absent. Cathy Robertson reported that three cards have been sent out - one sympathy and two get well/thinking of you.

**Treasurer: Marlee Crombie**

Absent. Cathy Robertson reported that at the transition meeting Marlee provide our options for what to do with the balance in checking. Gretchen Walker will follow-up with Marlee regarding the audit for 2010-2011.

**Past President: Mari Greer**

Mari will coordinate a reception for UNOPA members at the National Conference. She'll find a time that works the best for the most. Lola Young has access to a suite and she has offered that as a location to have the reception.

The Bradley Munn Professional Growth Fund has received three requests for reimbursement. These requests have been sent to the committee for approval.

The raffle for the Nook Color is Tuesday, May 8, 2012. Raffle tickets are still available. The cost is \$5 for one ticket and \$20 for six tickets. Cathy Robertson will send out a reminder.

**Awards: Barbara Homer**

Absent. Linda Luedtke reported that everything is done and reimbursements have been requested.

**Bylaws: Pat Hust**

Absent. Cathy Robertson has asked her to have a complete revised version of the Bylaws posted to the website.

**Career Development: Beth Zager**

Absent.

**Career Development/PSP: Debbie Hendricks**

The next deadline to apply for PSP is May 15, 2012 for new applications. This is also the big deadline for recertification. The next deadline for PSP is September 15.

**Communication Technology: Deb Rosenau**

Absent. Cathy Robertson will follow with Deb on the questions sent to the Board. Debbie Hendricks will follow up regarding the PSP questions.

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It was noted that UNOPA needs to look at using CMS for our website.

**Employee Concerns: Marcy Tintera and Roddy Spangler**  
Absent.

**Hospitality: Jaime Long and Sara Luther**  
There are 28 registered as of today for the meeting.

**Membership: Gretchen Walker**  
There is one more new member so there are now 160 members.

The May Brown Bag will be titled Communicating Credibility for Professionals. It will be 12:00 p.m. – 1:00 p.m. on May 22, 2012, on East Campus.

The Secret Friend reveal is on May 21, 2012, at 5:30 p.m.

**Mentoring: Jane Schneider**  
Absent.

**Nominating: Nelvie Lienemann**  
A motion will be made at the General Membership Meeting to destroy ballots/delete the electronic ballot file.

**Outreach Director: Ann Reese**  
Mary Klucas reported that the event should break even as planned. The committee will wait to see how much money has been collected in registration fees before purchasing door prizes. Cathy Robertson indicated she would ask her Adidas guy about a donation for a door prize.

**Program: Linda Luedtke**  
No report.

**UNOPA Notes: Linda Ratcliffe**  
Absent. May 11, 2012, is the deadline for the next issue of UNOPA Notes.

**Ways and Means: UNOPA Board**  
Cathy Robertson reported that there still has been no response from Dan Carpenter in Parking Services regarding her request for a replacement parking lot for UNOPA to have for home football games. Mari Greer noted that she still has the UNOPA parking lot tote in her car.

#### **AD-HOC COMMITTEE REPORTS**

**Digital Commons: Barbara Homer and Tonda Humphress**  
Absent. Tonda Humphress and Mary Guest can keep their student worker(s) purging the notebooks and scanning documents for Digital Commons. Please start with current or recent notebooks and mark what is pertinent before sending the information to them.

**Marketing Plan: Mary Guest**  
Absent. Cathy Robertson reported that the class presented their report last week and we've received copies of that report. Cathy and Mary Guest will go through the report and give recommendations to Linda Luedtke to follow-up with.

#### **UNFINISHED BUSINESS**

UNOPA 50<sup>th</sup> Anniversary is next year. Linda Arnold and Marcy Tintera have both offered to work on the committee but neither one want to be in charge.

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**NEW BUSINESS**

The Transition Board Meeting will possibly be on June 12. Cathy Robertson will send out a Doodle Poll to current and incoming Board members.

The budget for 2012-2013 was sent out to the Board prior to the meeting for review and discussion.

**Linda Luedtke moved that the 2012-2013 proposed budget be approved as presented or attached. Mary Klucas seconded the motion. After discussion it was determined that the motion would be emailed to the Board for an electronic vote.**

Meeting adjourned at 5:04 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary